

Organic Resume Creations, LLC.

File Number: L15000002095

Terms and Conditions

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1. Resume Writer is to reply to my (the Client) emails within 24 hours. If I exceed two emails per calendar days, Resume Writer might take more than 24 hours to reply to such emails. (This excludes weekends and holidays.)

Client Initials: _____

2. I (the Client) is to respond to Resume Writer's email within 48 hours. If more than **two (2) weeks** pass and I have not contacted and updated Resume Writer via email, project and revisions will be considered completed.

Client Initials: _____

3. Quotes only include time Resume Writer will spend developing and writing my career marketing documents. Quotes do not include fees for phone calls. Phone calls are \$25.00 per 15 minutes. Should I like to speak with Resume Writer over the phone in addition to our 15-minute complimentary phone call, I will advise on the cumulative call time I would like Resume Writer to include in an invoice.

Client Initials: _____

4. Quotes are based on information Resume Writer received prior to sending me the invoice. Should I like to send Resume Writer additional information, such as documents, presentations, reports, and other material for Resume Writer to review and include on my resume and career marketing documents, Resume Writer will send me an updated proposal or invoice for an estimate reflecting the additional time Resume Writer will spend on my project.

Client Initials: _____

5. To begin the resume writing process, I (the Client) will receive an **intake form in 3 parts** designed to extrapolate specific achievements, responsibilities, and other information about my professional background. I (the Client) will receive the first intake form **within 24 hours** (excluding weekends and holidays) after Resume Writer receives payment **and** the initialed, dated, and signed terms and conditions. I (the Client) will receive the remaining intake forms **within 24 hours** (excluding weekends and holidays) after properly completing the preceding one.

Client Initials: _____

6. I (the Client) will receive my **first draft within 5-7 business days after I have properly completed and submitted the second intake form.** The final resume will be completed depending on the additional information Resume Writer requests from me and the time I take to provide Resume Writer with the information requested. If I select a package, Resume Writer will begin creating the additional marketing documents after the final resume copy.

Client Initials: _____

7. I (the Client) understand Resume Writer will develop the content of my resume and career documents based primarily on the information I provide on the intake forms (Success Dockets). If I have questions while completing the intake documents (Success Dockets), I will contact the Resume Writer via email for clarification and assistance.

Client Initials: _____

8. I (the Client) am able to request up to five (5) sets of revisions after receiving the final copy of my resume. Resume Writer will inform me of which copy is the final copy, so I can submit my revision requests.

Client Initials: _____

Client Signature: _____

Print Name: _____

Date: _____

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9. Revisions must be requested within **three (3) calendar days** after Resume Writer provides me (the Client) with the final copy of my resume.

Client Initials: _____

10. I (the Client) have **three (3) calendar days** after receiving each revised copy to request my next set of revisions.

Client Initials: _____

11. I (the Client) understand I must submit all revision requests within 15 days after I receive the final resume copy.

Client Initials: _____

12. Resume Writer will create and develop the content of Client's resume based on Resume Writer's experience, industry research, intake forms (Success Dockets), and general employment requirements. Resume Writer will not engage in revisions or requests proposed by Client, as a result of a third-party opinion regardless of third party's position or job title. These can include online automatic and/or personalized resume critiques, other resume writers, recruiters, human resources staff, or employers who did not actively engage in the resume development process or project. Any revisions requested should be aligned with the research and objectives established for the resume, which should be **clearly stated and identified by the Client on the intake forms (Success Dockets).**

Client Initials: _____

13. I (the Client) have the final responsibility for ensuring any document and/or any future documents within the scope of this project is accurate, factual, and without spelling or grammatical errors. I will not hold Yuleni Pulido or Organic Resume Creations, LLC. liable for any inaccuracies or negative consequences that may derive from such inaccuracies.

Client Initials: _____

14. I (the Client) acknowledge there are many strategies and actions I should take to gain employment. While Yuleni Pulido or Organic Resume Creations, LLC. will properly market me for employment, I understand and I am fully aware the Resume Writer, Yuleni Pulido or Organic Resume Creations, LLC. does not provide any type of guarantees of or relating to employment. I will not hold Yuleni Pulido or Organic Resume Creations, LLC. liable for lack of employment after receiving my resume or any other services rendered by Yuleni Pulido or Organic Resume Creations, LLC.

Client Initials: _____

15. I (the Client) acknowledge and am fully aware Resume Writer does not provide any refunds due to the electronic nature of the products and the irreversible time of Resume Writer's services. If I (the Client) happen to land a job before receiving my new resume and other career documents, I will continue to collaborate with Resume Writer to complete my new resume and career documents for future use.

Client Initials: _____

Client Signature: _____

Print Name: _____

Date: _____